



Muscogee (Creek) Nation

Human Resource Management Services

Employee Requisition

PO BOX 580
OKMULGEE, OK 74447
Telephone (918) 732-7827
Toll-Free (800) 482-1979
Fax (918) 756-2284

Submitted Date 01/27/2015	Employee Requisition Number ER-15120	JOB OPPORTUNITY	
Title/Position: INSTRUCTOR, ENGLISH (CMN)			
Pay Grade SG 13		Salary Range \$45,448-59,342	
Department: CMN STAFF		Classification Full Time	
		Location: Okmulgee	
		Location Code: 45	FT/PT 1-Full Time

**COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.
MUSCOGEE (CREEK) AND INDIAN PREFERENCE.**

General Summary:	<p>Under the direction of the Dean of Academic Affairs, the Instructor in English is responsible for teaching college level courses, contributing to the development of curriculum in their field of expertise, helping with course design, syllabi and lesson plan development. Instructors are expected to follow College of the Muscogee Nation and Board of Regent's policy. A full time instructor is expected to teach a minimum of 12 credit hours or 4 courses each semester, with teaching loads adjusted for service responsibilities. The instructor must have knowledge of multicultural and Native American classroom settings.</p>
Principal Duties and Responsibilities:	<p>Principal Duties and Responsibilities</p> <ol style="list-style-type: none"> 1. Teach a minimum of 4 courses a semester. 2. Provide instruction in English, basic writing skills and freshman transfer composition. 3. Remain current in subject matter, computer, and multimedia technology. 4. Must be available for student advisement; office hours must be posted. 5. Must participate in the accreditation process. 6. Assessment of student learning required. <p>Functions</p> <ol style="list-style-type: none"> 1. Follow the policies and procedures of the College of the Muscogee Nation and its Board of Regents. 2. Design courses, syllabi, and lesson plans for each course being taught. 3. Must be diligent with all academic deadlines, such as new-course submission deadlines and grade submission. 4. Instructors must participate in periodic evaluations including classroom observations by the Dean of Academic Affairs. 5. Must collaborate with other instructors/adjunct instructors. 6. Work with Student Success Center to promote student retention. 7. Teaching through distance education may be required. 8. Serve on College committees.



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	9. Participate in professional development. 10. Shall perform other duties as assigned.
Minimum Requirements:	An earned master's from an accredited institution with teaching experience and substantial coursework at the graduate level (a minimum of 18 graduate credits) in English, Literature, Comparative Literature or Composition.
Preferred Requirements:	Terminal degree and evidence of college teaching and advising. Exemplary oral and written communication, interpersonal, and organizational skills.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	

Competencies:

Customer Service:	Responds promptly to customer needs.
Interpersonal Skills:	Maintains confidentiality; Keeps emotions under control.
Oral Communication:	Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
Written Communication:	Writes clearly and informatively; Able to read and interpret written information.
Teamwork:	Balances team and individual responsibilities.
Visionary Leadership:	Inspires respect and trust.
Ethics:	Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
Organizational Support:	Follows policies and procedures; Supports organization's goals and values.
Quality:	Demonstrates accuracy and thoroughness.
Quantity:	Completes work in timely manner.
Safety and Security:	Observes safety and security procedures.
Attendance/Punctuality:	Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
Dependability:	Follows instructions, responds to management direction.

Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move: ☐ Up to 50 lbs. ☐ Up to 100 lbs. ☐ Over 100 lbs.

☐ Physical Exam Required

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.



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While performing the duties of this Job, the employee is regularly exposed:

- | | | |
|--|---|---|
| <input type="checkbox"/> Fumes or airborne particles | <input type="checkbox"/> Outside weather conditions | <input type="checkbox"/> Toxic or caustic chemicals |
| <input type="checkbox"/> Risk of electrical shock | <input type="checkbox"/> Vibration | <input type="checkbox"/> Loud Noise |

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.